

OLD TIME

Goals for the whole release

Finish goals

Release and publish app

Bugs and user feedbacks

Fix bugs and add new features in the next release

Agile Scrums - from 1 week to 4 weeks. Average in 2 weeks. "Sprint"

Team Size - around 10 people

PO - Product Owner/ manager

PO decides the future of the project,

PO gathers info and requirements from Client

Manager will take care the team members

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Scrum Master

Who will host the meetings, making reports, giving feedback, assigning tickets

Tech Teams:

Tech Leader:

Helping the other developers, provide solution suggestions

Frontend — UI Related

Backend — Connection between frontend and database

FullStack

Test Teams (QA - Quality Assurance)

Create test cases

BA(Business Analysts)

Receive stories from the clients and separate into pieces

Create tickets for each of the pieces, including criterias.

Put tickets into backlog

BA will also take feedback from users and then decide what should be the next step to be modified

DBA(database administrator)

Taking care of the database, maintenance for the database, cleaning bad data. Adding new accounts for new team members.

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UI designer :

Create mock up of the project before developer start building the app
Also they need to provide UI standard — styling consistency

DA(Data Analysts)

Same as BA but focus more on data analysis

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Sprint - 2 weeks sprint

Bi-Weekly:

Sprint Planning Meeting

1. Assign Story Points to tickets
 - a. Story Points —
 - i. Time factor
 - ii. Complexity - Unknowns
 - iii. Fibonacci numbers - 0, 0.5, 1, 2, 3, 5, 8, 13, 21
 - b. How to decide how many story points for each of the ticket
 - i. When having a new ticket without a story point. BA and tech leader will explain what the ticket is, and then everybody should vote for the story points.
 - ii. Scrum master would check for all the votes and find the outliers and ask them to explain why they give the points
 - iii. Vote again for the tickets, redo step 1 and 2
2. Assign tickets to the team members:
 - a. Scrum master will explain what we should do with the tickets and then wait for volunteers. As a developer, you can choose the ticket at beginning
 - b. Tech leader/ scrum master they will give it to the one they think fit the most
 - c. Have an average of 10-12 story points per sprint

Retrospective Meeting

1. Scrum Master will generate a report on the team process (how many story points we were planning to finish, how many story points we actually finished, why)
2. Giving Feedback to the previous sprint
 - a. What we did good?
 - b. What we did bad?
 - c. How we can improve?

Backlog Refinement Meeting(Grooming Meeting)

Happens at the middle of the sprint

1. We are trying to make sure that everybody is following the schedule
 - a. If you are behind the schedule, we will move some tickets from current active sprint to backlog
 - b. If you are ahead of the schedule, then we move some tickets from backlog to active sprint

Sprint Demo Meeting

At the end the sprint

1. You need make a demo for what you have done in this sprint (code review)

Daily Meetings:

Daily Standup Meeting/ scrum meetings

Usually happens in the morning:

1. What I did yesterday?
2. What I am going to do today?
3. Is there any blockers?

Tag-up meeting

Reporting the process and solve blockers

//////////NOT AGILE MEETINGS

Business Meeting:

Communicate with Client, gather new requirements or feedback from our customer

	Monday	Tuesday (sprint ends)	Wednesday(sprint starts)	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM	Stand-up meeting	Stand-up meeting	Sprint Planning Meeting	Stand-up meeting	Stand-u p meeting	Stand-up meeting	Stand-up meeting	Stand-up meeting	Stand-up meeting	Stand-u p meeting
10:00 AM		Sprint Demo								
11:00 AM									Business Meeting	
12:00 PM										
1:00 PM										
2:00 PM				Sprint Retrospective(last sprint)				Backlog Refinement		
3:00 PM										
4:00 PM	Tag-up meeting	Tag-up meeting	Tag-up meeting	Tag-up meeting	Tag-up meeting	Tag-up meeting	Tag-up meeting	Tag-up meeting	Tag-up meeting	Tag-up meeting
5:00 PM										

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JIRA - tasks management tool for development

Epic- Story - Task

Bug — defect